

Required Human Trafficking Prevention Training, Effective September 1, 2020: Accessing and Completing the HHSC-Approved "SOAR to Health and Wellness" Course *

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**This document is for informational purposes only and may not represent the most current images or information encountered when registering for and taking the SOAR to Health and Wellness course. Note that the most up-to-date version of this overview document may be accessed from the [License Renewal](#) and [Continuing Education](#) pages. Refer to the [Act and Rules](#) page for further information regarding the current OT Rules and adopted amendments concerning this new training requirement.*

Part I: Introduction to the new requirement (effective Sept. 1) and brief overview of how-to take the course

Note: To ensure they may renew, licensees are encouraged TO NOT wait until the last minute to complete this required training. One may complete this training any time during the current renewal period prior to renewal.

You are encouraged to review at least Part I of this document before registering for the course. The next page includes a brief how-to snapshot. This final pages of this document also contain an [FAQ](#) section.

A more detailed illustration of this training, required to renew on or after September 1, 2020, appears in the parts that follow. Previewing this may allow you to proceed through the process more efficiently and successfully.

Remember to consult this document should you encounter issues during the training process to aid in a resolution.

Basic Information

HB 2059 of the last legislative session added the completion of a training course approved by the Health and Human Services Commission (HHSC) on the prevention of human trafficking as a condition for license renewal.

This document concerns "SOAR to Health and Wellness," the only course approved by HHSC so far to meet this requirement. No other course may be used to meet this requirement.

This is a free course. HB 2059 requires that HHSC approve at least one course available without charge.

Effective Date of this Training Requirement and Length of Approved Course

As of September 1, 2020, in order to renew, an OT or OTA must complete training approved by HHSC on the prevention of human trafficking. This is a CE requirement for all license statuses and is required to restore a license.

The Board's adopted rules (effective September 1, 2020) do not require that licensees complete a specific number of hours of training as HB 2059 does not set a specific number. If the course is approved by HHSC to meet the training requirement, then the number of hours of the completed course would be sufficient.

The only approved course so far is a 1-hour course.

Until other courses are approved by HHSC, as of September 1, 2020, to renew an active or inactive status license, for example, 1 of the 24 hours of CE required for renewal must come from the "SOAR to Health and Wellness" course.

Once this requirement is in effect, the completion of an HHSC approved course on the prevention of human trafficking will be a CE requirement for each renewal period.

This training is not required for renewals or restorations completed before September 1, 2020.

Course Details

The course itself has a duration of approximately 1 hour. Allot additional time to create an account and complete your profile and the pre- and final assessment. The certificate will be available upon completion of the final assessment, and the entire process (from account creation to certificate downloading and/or printing) may be completed in one session.

Certificate of Completion and Documentation Retention

Documentation of this requirement per the adopted OT Rules is a certificate of completion or letter of verification. After completing the evaluation of the training, you will be able to download and then print your certificate. Review your certificate for required items such as your name, the name of the course, the date of completion, and hours completed.

The transcript TRAIN offers does not qualify as the required documentation.

Retain your certificate as you would any required CE documentation. Sec. 367.3(c) of the OT Rules requires that "The licensee is solely responsible for keeping accurate documentation of all continuing education requirements. Continuing education documentation must be maintained for two years from the date of the last renewal for auditing purposes." Do not submit your certificate to the Board unless instructed to do so, for example, when responding to a CE Audit or restoring a license.

Downloading and/or Printing the Certificate

When you renew, you attest to having met CE requirements, which as of 9/1/2020, will include having met this training requirement. Part of such is having the documentation of your CE. You are required to keep your CE documentation.

You are encouraged to download and/or print your certificate immediately. You will need to ensure that if you do ever need to print your certificate, you will be able to do so from the electronic form of the certificate you have kept. As noted, you are required to keep your CE documentation.

How-To Snapshot

To complete this training, you will need to complete the following steps and follow further prompts throughout the registration and course process.

The steps below coincide with parts II-VII of this document. **Refer to those sections for further information.**

Once you have created your account, throughout the process, ensure you enroll in and complete the course "SOAR to Health and Wellness," ID 1087568. You will see the course name and ID number whenever you are on the TRAIN main page, for example.

This is currently the ONLY course that may be used to meet this requirement.

Basic Steps – Refer to Parts II-XI of this document for more details and FAQs.

1. Access the course and create an account with TRAIN, the SOAR to Health and Wellness course provider.
The course may be accessed from the link below (see also "Quick Links").
<https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>
When creating an account, if you do not have a Texas zip code, use the Board's, 78701. This will help ensure you access Texas's TRAIN site and not another state's.
Save your account login information and make note of the email address you associate with your account to facilitate accessing your TRAIN account in the future.
2. Complete your account profile by resolving all profile alerts **with the exception of the "Manage Groups" alert.**
You are encouraged TO NOT change or add any information under the "Manage Groups" area in your profile. It is unlikely you will need to resolve that alert to complete the training if you entered a Texas zip code. Further information about the "Manage Groups" alert may be found on page 7 of this document.
You will need to complete the other alerts in the profile section. See [Part III](#).
You also DO NOT need to resolve the email notification alert.
3. Take the training pre-assessment.
4. Complete the slides for the training, which include a brief pre-test and post-test.
5. Complete the final assessment.
6. Download and/or print and retain your certificate.
TRAIN provides information concerning creating an account with another entity to obtain CE credit. This should not be necessary as the TRAIN certificate displays the number of hours of the training.

Quick Links

HHSC page to access the course link and create a TRAIN account: <https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>

Logging back in to the TRAIN website (Direct Method): <https://www.train.org/texas/course/1087568/>

Logging back in to Train (Indirect Method): <https://www.train.org/main/welcome>

From the "Course Catalog" link from the left side of the screen, enter "1087568" in the search bar.

Technical Support: See [Part IX](#) of this document. Google Chrome may be the preferred browser; users may encounter issues when using Internet Explorer 11. The TRAIN site offers further information regarding technical specifications.

Further Information:

On September 1, 2020 or soon thereafter, an updated PDF of the compiled OT Rules will be available and will include the Board's recent rule adoptions concerning this training. Text of the rule changes as proposed is available from the [Act and Rules](#) page. Refer to the full OT Act and Rules for further renewal and CE requirements. See [FAQs](#), as well.

Part II: Accessing the training and creating an account

1. Go to the link below.

<https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>

Next, click the link, "Register for free for the SOAR to Health and Wellness course."

The screenshot shows the Texas Health and Human Services website. The URL in the address bar is <https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>. A yellow banner at the top provides COVID-19 information. The main navigation bar includes links for ABOUT HHS, SERVICES, DOING BUSINESS WITH HHS, LAWS & REGULATIONS, and CONTACT. The page title is "Health Care Practitioner Human Trafficking Training". On the left, a sidebar lists various services. The main content area features a section titled "First Health Care Practitioner Course Available Now" with a link to "Register for free for the SOAR to Health and Wellness course." A red arrow points to this link.

2. Make sure you are brought to the TRAIN "SOAR to Health and Wellness" course and that the ID (circled below) is 1087568.

Ensure this is the course title and ID you are accessing any time that you are brought to this main screen. Other SOAR courses are not approved by HHSC for this requirement and may not be used.

Click "create an account" from the red/pink banner.

The screenshot shows the TRAIN website's course page for "SOAR to Health and Wellness". The page has a navigation bar with links for HOME, COURSE CATALOG, CALENDAR, RESOURCES, and HELP. A red/pink banner at the top says "To access this content, you first need to [create an account](#). If you already have an account, [please login](#)." Below the banner, the course is identified as "Web-Based Training - Self-Study" with an ID of 1087568 (circled in red), a skill level of "Introductory", and a duration of "1h". It has a rating of 5 stars (6363 Ratings). The SOAR ONLINE logo is on the left. The description states: "The SOAR framework is a trauma-informed, culturally and linguistically appropriate response to human trafficking. It provides a quick mental reference for professionals to keep in mind the best way to help individuals who are at risk of or have experienced trafficking."

3. Enter your information to create your TRAIN account.

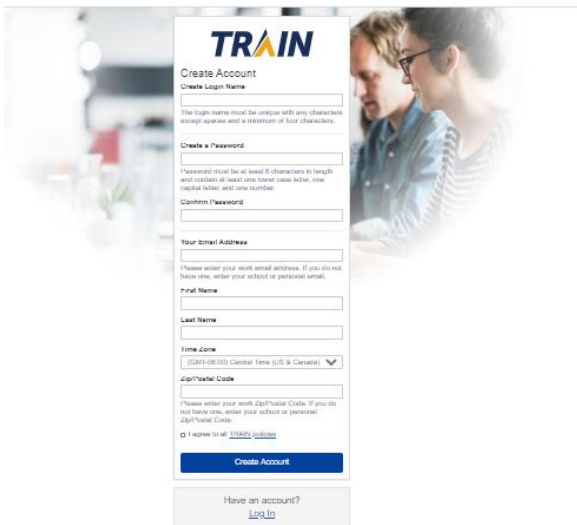
Enter the email address you designate to receive information regarding the training.

Save your login information and make note of the email address you associate with your account.

If you do not have a Texas zip code:

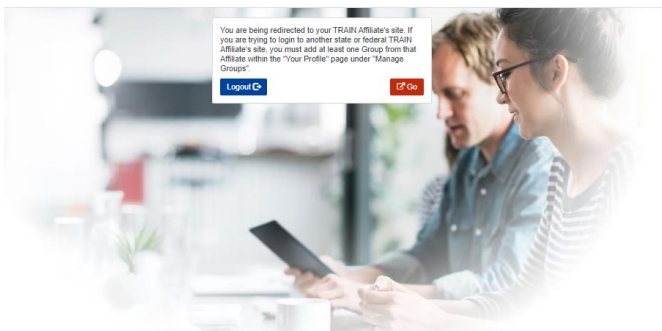
Enter the Board's zip code, 78701. Entering a non-Texas zip code will lead to your use of a different state's TRAIN website, which may mean that Texas TRAIN staff may not be able to assist you further should you contact them, may lead to further issues, etc.

After you have completed entering your information, click "Create Account."



The screenshot shows the 'Create Account' form on the TRAIN website. The form includes fields for 'Create Login Name', 'Create a Password', 'Confirm Password', 'Your Email Address', 'First Name', 'Last Name', 'Home State' (a dropdown menu), 'Zip/Postal Code', and a checkbox for 'I agree to all' with a link to 'Terms & Conditions'. A 'Create Account' button is at the bottom of the form. Below the form is a link for 'Log In'.

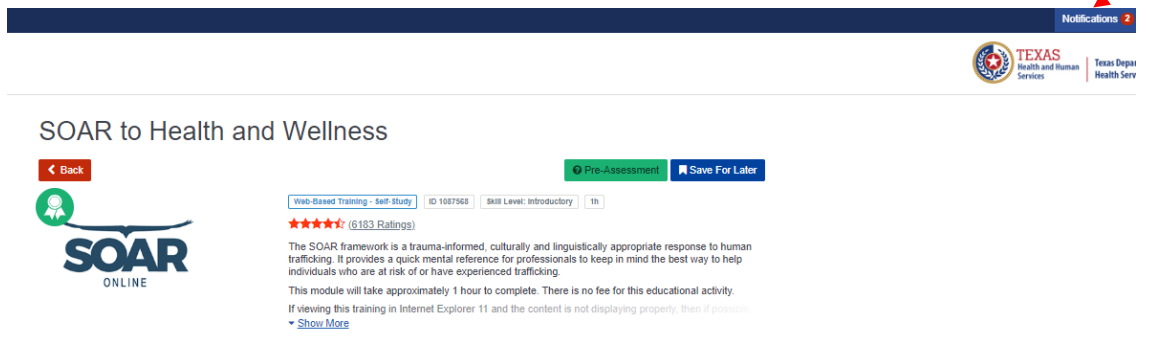
4. Click "Go."



Part III: Completing your profile

5. You will be redirected to the screen below.

Observe the "Notifications" alerts on the top right of the screen.

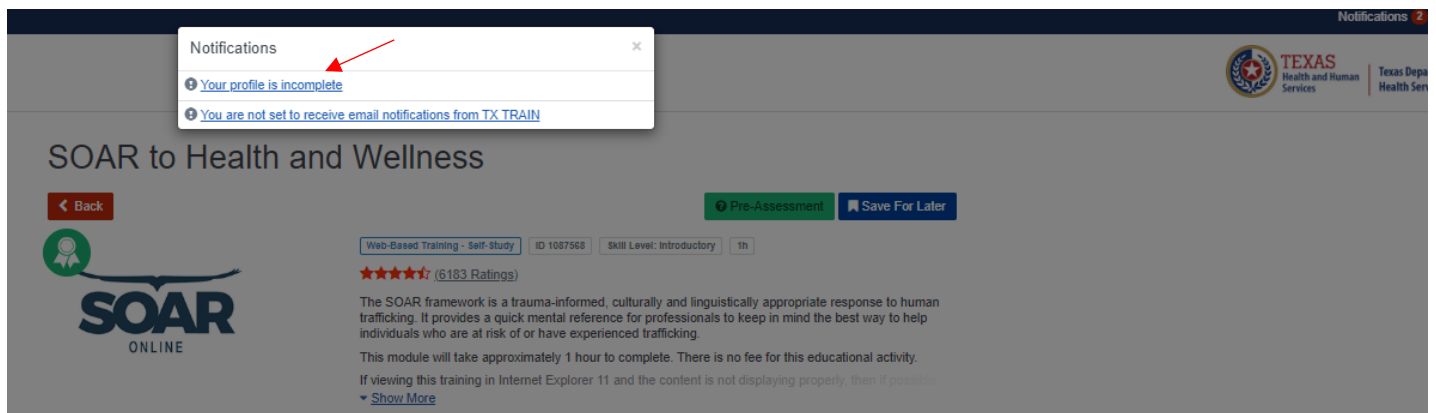


6. You will see two alerts when you click "Notifications" from the upper right side of the screen.

You will need to resolve MOST of the alerts for your profile.

You DO NOT need to resolve the email notification alert to complete the training, though you may wish/need to resolve that alert at another time. For example, it may be that if this alert is not resolved, you might not receive related emails should you need to reset your account password in the future.

Click "Your profile is incomplete" to begin.



7. Observe the red alert arrows from the left side of the screen. The alerts are the exclamation marks in a red circles**.

The "Manage Groups" section will automatically appear when your profile loads.

If "Texas" appears in the box under "Join By Group Search," then you DO NOT need to resolve the "Manage Groups" alert.

The "Manage Groups" area is complex and you may wish to avoid clicking on that alert completely to avoid having to further refine that area.

In the unlikely event you are unable to proceed to the pre-assessment (see [Part IV](#)) after resolving the alerts addressed in steps 8-13, or if you wish to resolve the "Manage Groups" alert, see [Part X](#) for detailed instructions.

If "Texas" does not appear in the box, for example, because a non-Texas zip code was entered when the account was created, turn to [Part X](#) of this document to complete the steps outlined therein. Once you have completed such, return to Step 8, below.

****You WILL need to resolve the other profile alerts ("Contact," "Address," "Organization," and "Professional Role") on the left side of the screen to access the pre-assessment for the course.**

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Manage Groups

Join By Group Search

Texas

Join Another Group

Group refinement is required. Please edit your current group assignment

Join By Group Code

Group Code

Join

8. Click "Contact" from the left and then click "+ Add a Phone Number." Enter the phone number you designate; then, click the green "Accept" button that appears.

International phone numbers may be entered without the country code.

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Contact

Phone Numbers

+ Add a Phone Number

(Fields marked below are required)

Add a phone number

Is this your work, home or mobile number?

Select phone type

Phone Number

Cancel Accept

9. Click "Address" from the left to complete the required fields with the address information you designate.

Click "Save" at the top of the right (not shown).

Note that the zip code that appears is based on what you entered when you created your account.

If you previously entered the Board's zip code because you do not have a Texas address:

You may enter your out-of-state address in the Address screen, including your zip code.

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	Address <small>(Fields marked below are required)</small>	
Account	Country United States	Street Address
Contact	State / Territory Texas	Street Address Cont.
Address	City	Time Zone (GMT-06:00) Central Time (US)
Organization	Zip / Postal Code	
Professional License Number		
Professional Role		
Work Settings		

10. Click "Organization" from the left and after you complete your responses, click "Save" (not shown.)

Examples of possible responses appear below.

Organization Name: Enter your name and professional title (Ex: "John Smith, OT).

Department/Division: Enter "Occupational Therapy."

Title: Enter your title (Ex: "Occupational Therapist").

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

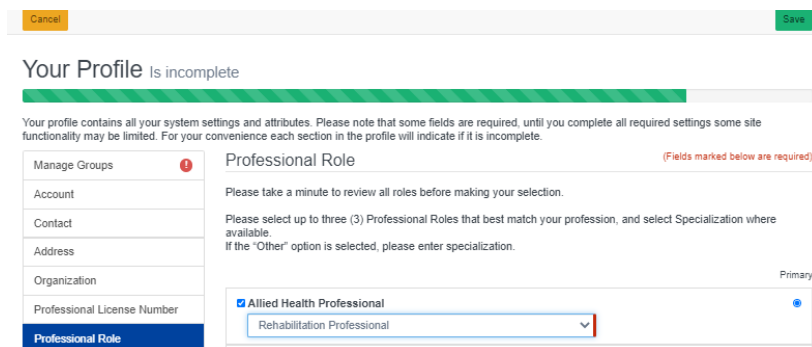
Manage Groups	Organization <small>(Fields marked below are required)</small>	
Account	Organization Name	Department / Division
Contact		
Address		Bureau / Section
Organization		Title
Professional License Number		
Professional Role		

11. Click "Professional Role" from the left. Select the option appropriate for yourself. Click "Save."

An example of a possible response appears below:

Click "Allied Health Professional."

Select "Rehabilitation Professional" from the drop-down options.



Cancel Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups Account Contact Address Organization Professional License Number Professional Role

Professional Role (Fields marked below are required)

Please take a minute to review all roles before making your selection.

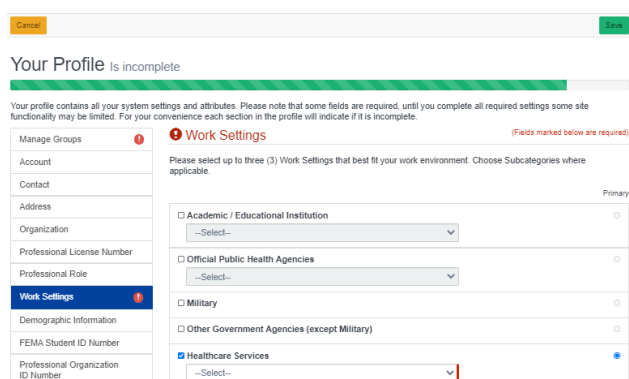
Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the "Other" option is selected, please enter specialization.

☒ Allied Health Professional Primary

Rehabilitation Professional

12. Click "Work Settings." Select the option appropriate for yourself and click "Save." Make sure you have clicked "Save" from the top right of the screen when you have finished.

Example: Select "Healthcare Services" and then select the option you designate from the drop-down menu.



Cancel Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups Work Settings Account Contact Address Organization Professional License Number Professional Role Work Settings Demographic Information FEMA Student ID Number Professional Organization ID Number

Work Settings (Fields marked below are required)

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

☐ Academic / Educational Institution

☐ Official Public Health Agencies

☐ Military

☐ Other Government Agencies (except Military)

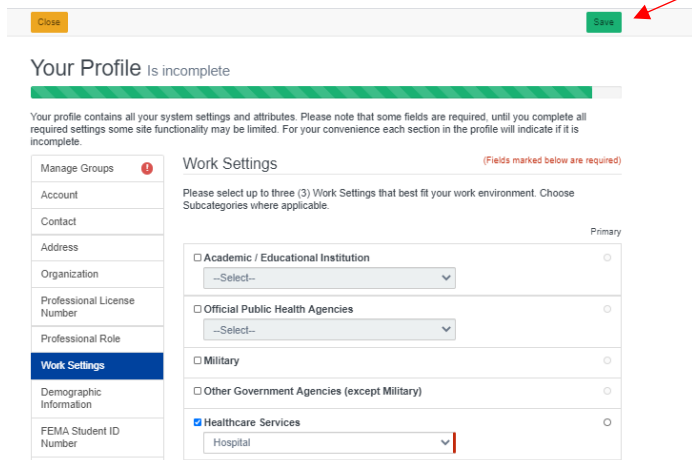
☒ Healthcare Services Primary

Hospital

13. Once you have saved all of your responses, you will see that all of the alerts EXCEPT for "Manage Groups" have been resolved. It is unlikely you will need to resolve that alert to proceed.

Click "Close" on the upper left side to be redirected to the pre-assessment for the training.

In the unlikely event that you are not able to access the pre-assessment from the main screen (see the next page) after resolving all of the other profile alerts and closing the profile area, see [Part X](#) for further instructions.



Close Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups Work Settings Account Contact Address Organization Professional License Number Professional Role Work Settings Demographic Information FEMA Student ID Number Professional Organization ID Number

Work Settings (Fields marked below are required)

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

☐ Academic / Educational Institution

☐ Official Public Health Agencies

☐ Military

☐ Other Government Agencies (except Military)

☒ Healthcare Services Primary

Hospital

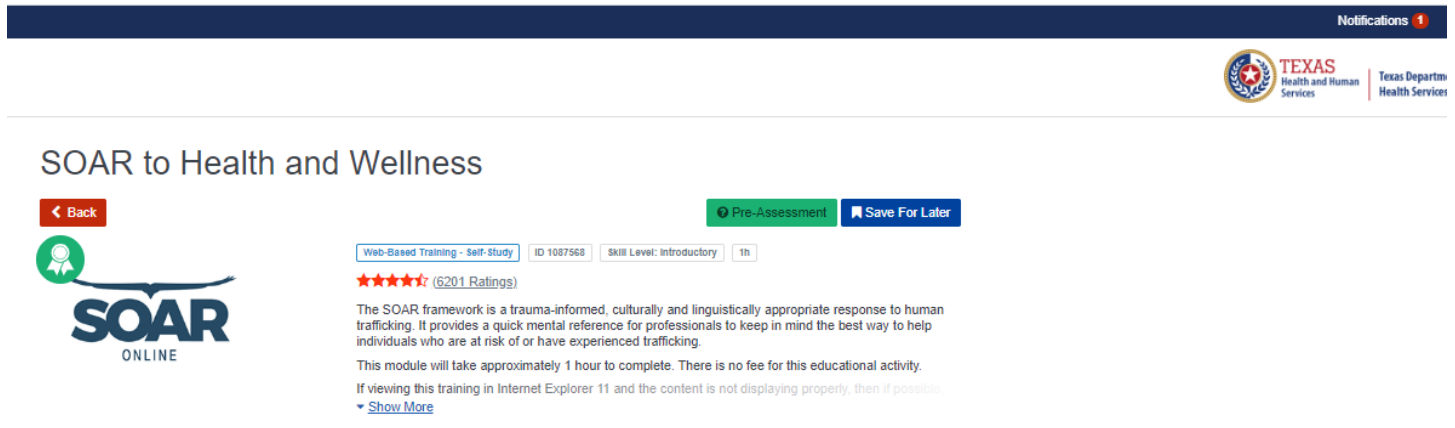
Part IV: Pre-Assessment

14. After closing your profile under Step 13, you should be redirected to the screen below.

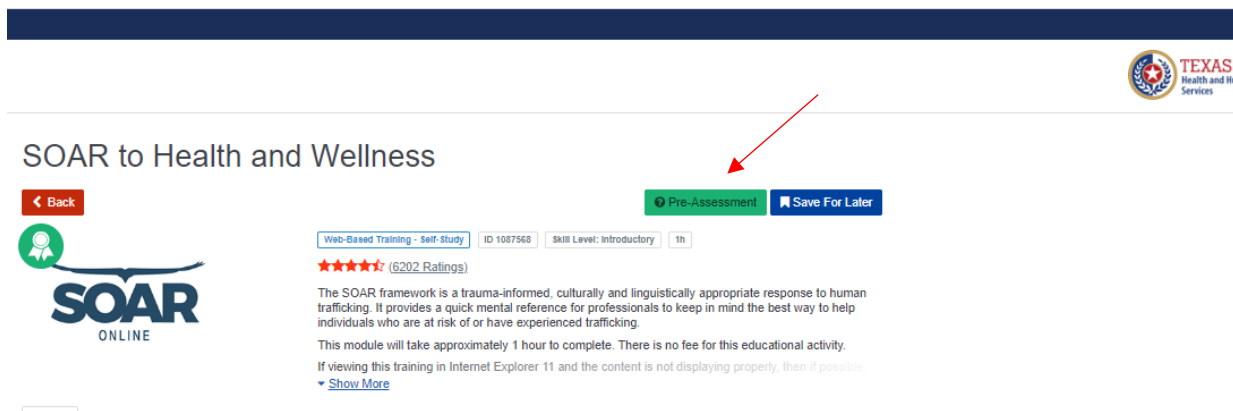
If you are not redirected, use the following link to access the training again. You may have to log in again.

<https://www.train.org/texas/course/1087568/>

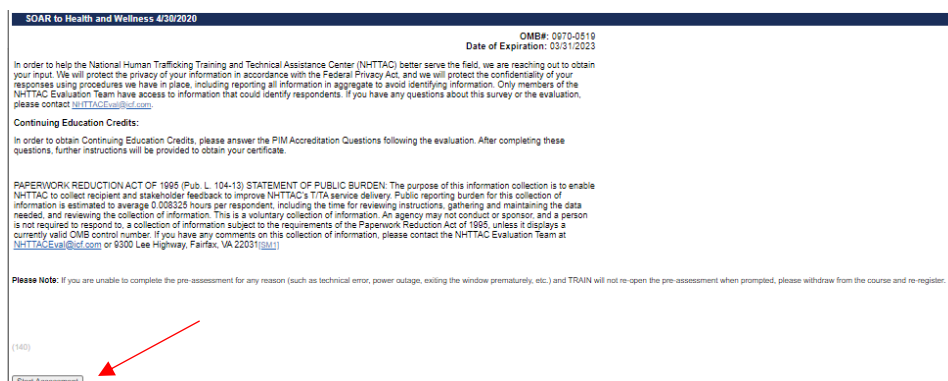
If you still have issues, you may go back to the original HHSC human trafficking page and click the "Register for free for the SOAR to Health and Wellness course" link to be redirected to the course page (you may have to log in again). Or, you may go back to the TRAIN site and log in; further information concerning accessing the course appears in [Part I](#).



15. Click "Pre-Assessment" to take the required pre-assessment.



16. Click "Start Assessment" at the bottom of the screen.



17. When the assessment is complete and you see the screen below, close the current browser tab (i.e., close the tab of the screen you are in).

The main screen should be open in another tab in your browser window.

DO NOT close your whole browser window (i.e., do not close the whole window such that you would lose the other tabs that are open in the browser).

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The assessment is finished.

Your course registration status will be changed and you will receive an automated TRAIN message.

Please Note: Please disregard the Assessment Statistics. They have no impact on your course registration or completion and are for the purpose of evaluation only.

If you are unable to complete the pre-assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the pre-assessment when prompted, please withdraw from the course and re-register.

(141)

Assessment Statistics	
Your Score:	7 points
Minimal Passing Score:	0 points
Total Questions:	8
Correct Answers:	7 (87%)

You may now close this Assessment window.

Below is an illustration concerning how to close a tab. The browser example is Google Chrome.

The tab that is white (i.e., not grey) is your current tab (i.e., the tab you are in).

Click the "X" on the right side of the white tab to close that tab and go back to main screen.

DO NOT click the "X" at the top far right of the screen.

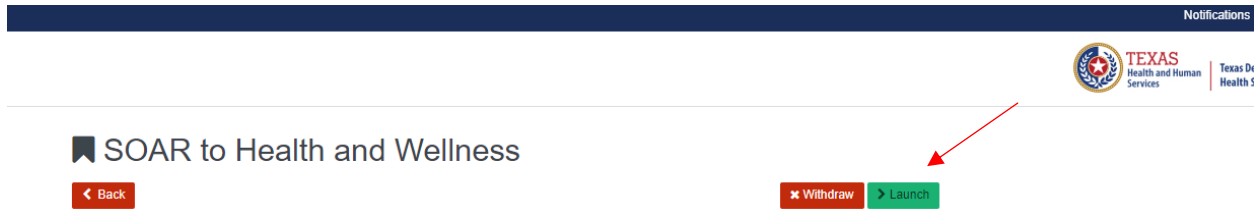


If you do not see the main screen in one of your browser tabs (which, in the image above, is the grey tab), refer to Step 14 regarding accessing the main screen again.

Part V: Taking the course

18. When you are back on the main page, you will see the screen below.

Click "Launch" to start the course.



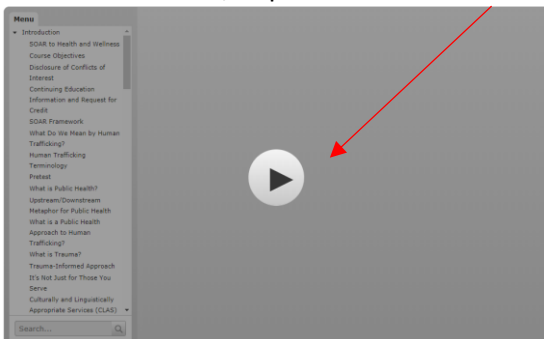
19. You will be taken to the screen below.

Press the play arrow and then follow the prompts throughout the slides to complete such.

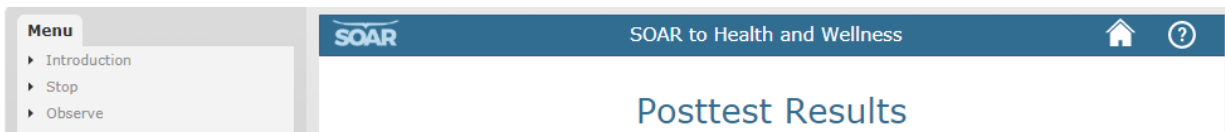
Toward the start of the slides, you will take a short pre-test and toward the end, a short post-test.

Observe the menu on the left side should you need to navigate to different slides.

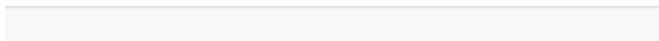
Note that for certain slides, you will need to click certain areas on the actual training slide, other than just the "Next" button, to proceed.



20. Once you have completed the slides, from the bottom of the "Posttest Results" slide, click "Next" (not shown).



21. You will then see the following. As you did for Step 17, close the current tab. Do not close your whole browser window.



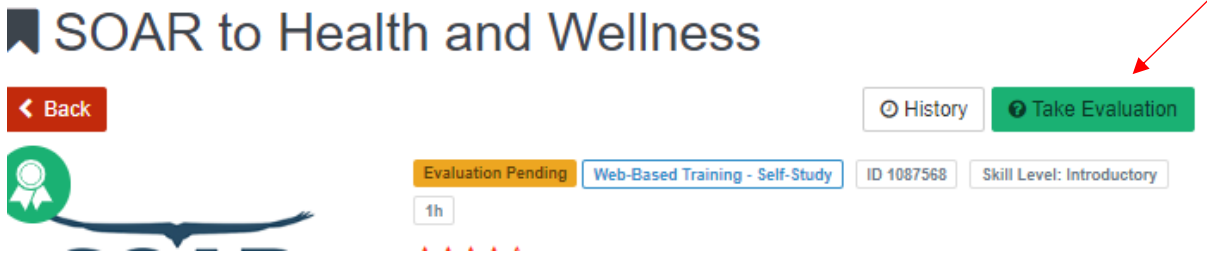
The content has ended. You may close this window.

Part VI: Completing the course evaluation

22. You will again be on the main screen.

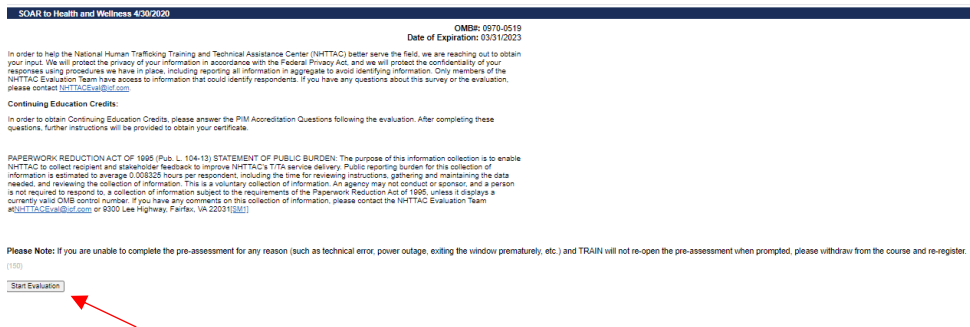
If you are asked to rate the course again from a pop-up window, you may select "Cancel."

Click "Take Evaluation" to complete the course evaluation in order to next access the certificate.

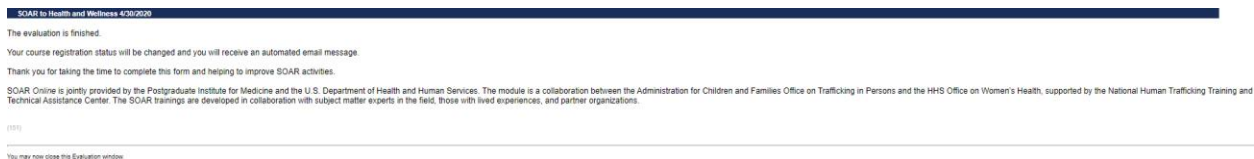


23. You will be taken to this screen.

Click "Start Evaluation" at the bottom of the screen to begin.



24. When you have completed such, you will see the following. Like before, close your current tab only.



Part VII: Printing your certificate of completion

Note: Remember to download and/or print your certificate immediately after completing the course to ensure you obtain the documentation of course completion to retain for your CE records.

25. You will be redirected to this screen.

Click "Print Certificate" to download and/or print your certificate.

Your certificate may automatically be downloaded to your computer, depending upon your system. You may need to check your downloads folder, for example, to access it and print it.

Retain this certificate with your CE documentation as you would for all of your CE activities. See [Part I](#) and the [FAQs](#) in this document for further information.

Note that TRAIN provides information concerning creating an account with another entity to obtain CE credit. This should not be necessary as the TRAIN certificate displays the number of hours of the training.



HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS
HELP



SOAR to Health and Wellness

< Back

History

Pre-Assessment

Print Certificate



Completed

Web-Based Training - Self-Study

ID 1087568

Skill Level: Introductory

1h

★★★★★ (6359 Ratings)

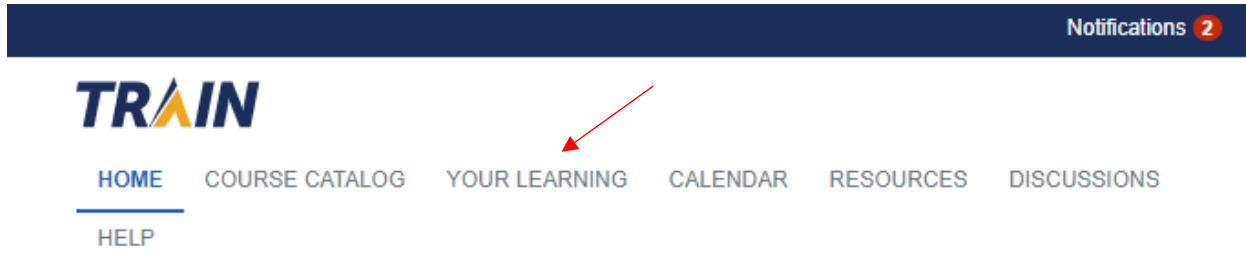
Part VIII: Logging back into your TRAIN account to reprint your certificate

Note: It is unknown how long your course certificate will be available from the link below. Remember to download and/or print your course certificate immediately after completing the course.

26. Log back in to the system by using the link below.

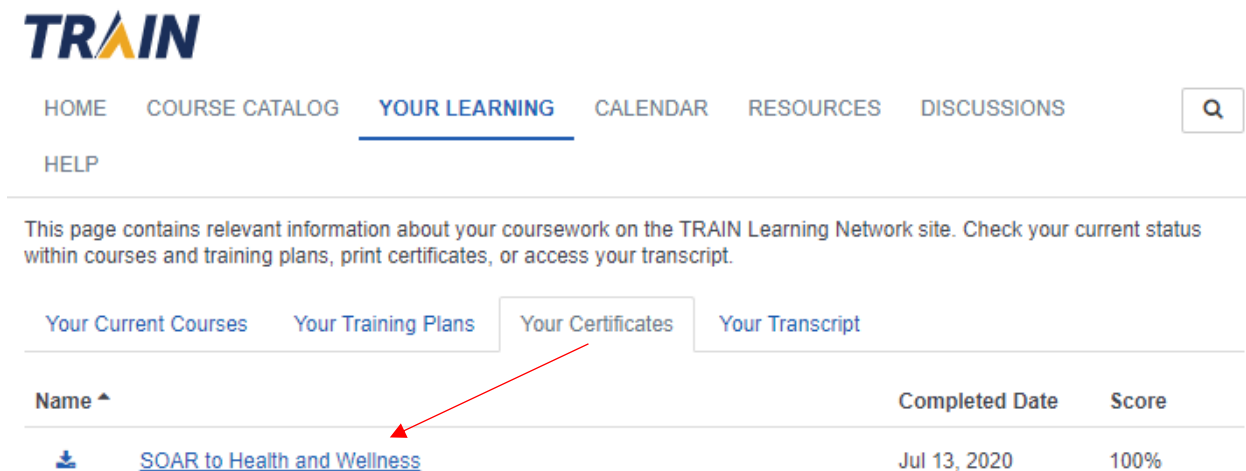
You will be taken to this screen.

Select "YOUR LEARNING."



27. Select the "Your Certificates" tab to access your certificate.

Click the icon next to or the link itself for "SOAR to Health and Wellness."



28. Follow your system requirements to download and/or print your certificate.

Retain such per the OT Rules.

Part IX: Technical Support

See the contact information below for technical support. Please note that support may not be available immediately.

Please review this document to troubleshoot issues you may have had.

Questions concerning board regulations and this training should be addressed to the Board.

Technical Support from HHSC: Preferred Support Method

Note that concerns regarding being locked out of your TRAIN account SHOULD NOT be directed to the email address below.

human_trafficking@hhsc.state.tx.us

TRAIN Texas Help Desk:

TXTrain@dshs.texas.gov

(512) 776-7336

National Human Trafficking Training and Technical Assistance Center

See the "Contacts" tab from the "Soar to Health and Wellness" main page on TRAIN for information regarding contacting the center for issues regarding the course.

Part X: Completing the "Manage Groups" Profile setting (if needed)

Note: It unlikely you will need to resolve the "Manage Groups" alert.

However, you may need to resolve the alert if

the pre-assessment (see [Part IV](#)) is not available from the main screen after you have resolved all of the other profile alerts (i.e., the "Contacts," "Address," "Organization," and "Professional Role" alerts), saved your changes, and closed the profile screen

OR

you did not enter a Texas zip code when you created your TRAIN account and/or "Texas" did not auto-populate in the box under "Join By Group Search" in the "Manage Groups" profile screen.

See the steps below for how to resolve the "Manage Groups" alert.

29. Click "Manage Groups" and click "Join Another Group."

If "Texas" is under the "Join By Group Search," DO NOT delete it.

If "Texas" is not under that area, you will select "Texas" during another step.

CloseSave

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Manage Groups

Join By Group Search

Texas

Group refinement is required. Please edit your current group assignment

Join By Group Code

Group Code

Join

30. Select "Location."

< Back

Group Selection

In TRAIN we use Groups to optimize your experience and customize content to suit your needs. It also ensures you will see content from local course providers, and generally content that is more relevant to you.

Select an affiliate you want to join.

[Location](#)
Select the location where you work, study, or reside.

[MRC](#)
If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

[CDC](#)
To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

[VHA](#)
To access additional Veterans Health Administration, Employee Education System content, you should add the VHA Portal.

[Med Learning](#)
To access additional Med Learning content, your should add the Med Learning portal.

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31. Select "Texas."

Group Selection

[↑](#) / [Location](#)

Select: Location

Group search

[International](#)

[Alabama](#)

[Alaska](#)

[American Samoa](#)

[Arizona](#)

[Arkansas](#)

32. Click "Texas User Group."

[← Back](#)

Group Selection

[↑](#) / [Location](#) / [Texas](#)

(Click any level to return to it)

Select: Job Role

[Texas User Group](#)

33. Click "Unknown Region."

[← Back](#)

Group Selection

[↑](#) / [Location](#) / [Texas](#) / [Texas User Group](#)

(Click any level to return to it)

Select: Region

Group search

[Central Office](#)

[Region 1 – Headquartered in Amarillo](#)

[Region 2/3 – Headquartered in Arlington](#)

[Region 4/5 – Headquartered in Tyler](#)

[Region 6/5 – Headquartered in Houston](#)

[Region 7 – Headquartered in Temple](#)

[Region 8 – Headquartered in San Antonio](#)

[Region 9/10 – Headquartered in El Paso](#)

[Region 11 – Headquartered in Harlingen](#)

[UNKNOWN Region](#)



34. Click "Confirm these selections."

[← Back](#)

Group Selection

[↑](#) / [Location](#) / [Texas](#) / [Texas User Group](#) / [UNKNOWN Region](#)

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

35. Select "Not an HHS enterprise state employee."

[← Back](#)

Group Selection

National/Texas
↓ Texas User Group/UNKNOWN Region

Because you are affiliated with Texas User Group, you will need to answer a few additional questions.

[↑](#) / [Location](#) / [Texas](#) / [Texas User Group](#)

(Click any level to return to it)

Select: Work place

[Not a HHS enterprise state employee](#)

36. Click "Confirm these selections."

[← Back](#)

Group Selection

National/Texas
↓ Texas User Group/UNKNOWN Region

Because you are affiliated with Texas User Group, you will need to answer a few additional questions.

[↑](#) / [Location](#) / [Texas](#) / [Texas User Group](#) / [Not a HHS enterprise state employee](#)

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

37. Select "Health Care."

[← Back](#)

Group Selection

National/Texas
↓ Texas User Group/Not a HHS enterprise state employee
↓ Texas User Group/UNKNOWN Region

Because you are affiliated with Texas User Group, you will need to answer a few additional questions.

[↑](#) / [Location](#) / [Texas](#) / [Texas User Group](#)

(Click any level to return to it)

Select: Homeland Security Discipline

Group search

[Emergency Management Agency](#)

[Emergency Medical Services](#)

[Fire Service](#)

[Governmental Administrative](#)

[Hazardous Materials Personnel](#)

[Health Care](#)

[Law Enforcement](#)

[Other](#)

[Public Health](#)

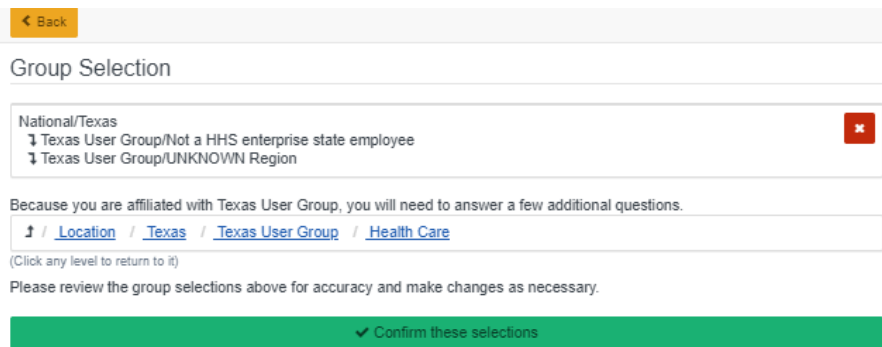
[Public Safety Communications](#)

[Public Works](#)

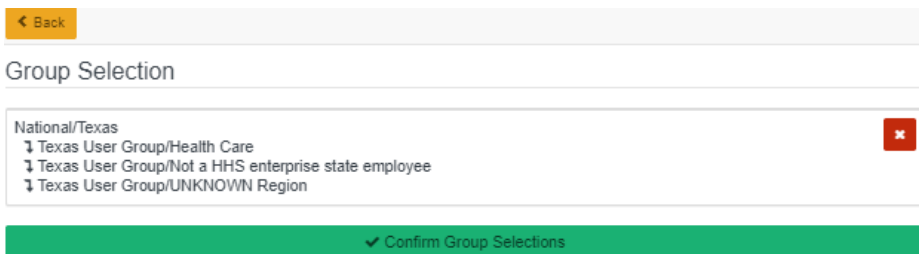
[UNKNOWN Homeland Security Discipline](#)

[Volunteers](#)

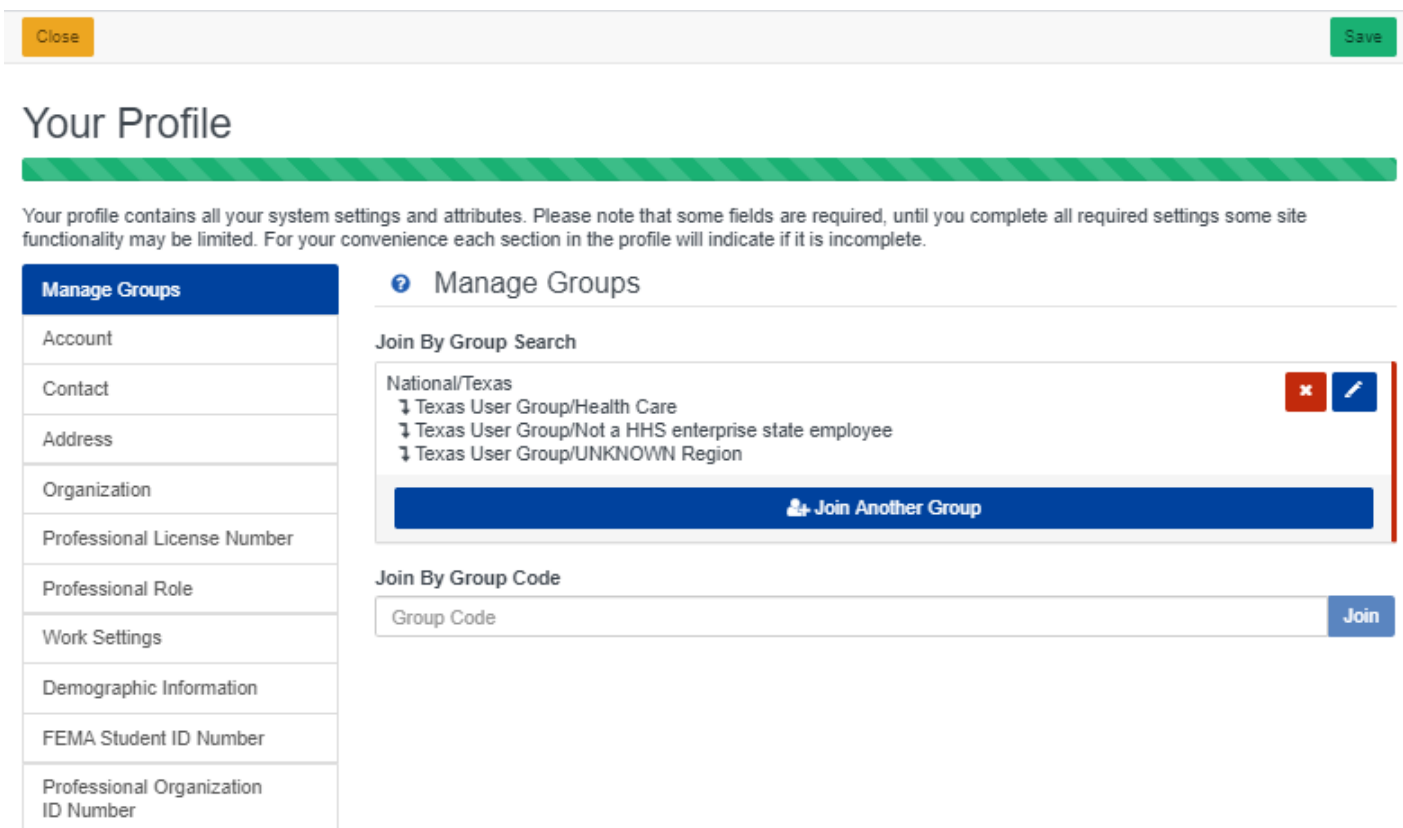
38. Click "Confirm these selections."



39. Click "Confirm Group Selections."



40. You will now see the following under "Manage Groups."



41. Click the "Save" button.

If all of the other profile alerts (i.e., "Contact," "Address," "Organization," and "Professional Role") have been resolved, click the "Close" button and proceed to [Part IV](#).

If there are other alerts (red circles with exclamation marks) on the left side of the screen, proceed to [Part III](#).

Part XI: FAQs

Note: Refer to this full document for further information and the full OT Act and Rules for further renewal and CE requirements. Note that the Board's rules regarding this training have been adopted, but will not be in effect until September 1, 2020. On September 1, 2020 or soon thereafter, an updated PDF of the compiled OT Rules will be available and will contain related rules. Until then, the text of the rules as proposed may be accessed from the [Act and Rules](#) page.

Technical Support and Course Details

Technical Support?

See [Part IX](#) of this document.

What is the cost for the course?

The course is a free course.

After I have created my TRAIN account, can I return to complete my profile and/or start the training at another session?

It is anticipated that you will be able to do so, barring technological issues that may arise, etc.

Be sure, however, to download and/or print your certificate immediately after completing the course. Though it is anticipated that an individual will be able to access the certificate during another session after logging into TRAIN, such may be hazarded and/or prevented by technological issues or other issues that may arise.

Required Documentation

Where can I obtain the required CE documentation for this activity?

You should download and/or print your certificate immediately after completing the course. The certificate of completion is accessible from your TRAIN account and the option to access the certificate will be available after you complete the final assessment.

Review your certificate for required items such as your name, the name of the course, the date of completion, and hours completed.

If you need to re-access your certificate, you may be able to go to the TRAIN site, log in, and print your certificate.

Refer to [Part VII](#) and [Part VIII](#) of this document for further information. The transcript available on the TRAIN site DOES NOT meet CE documentation requirements. Remember to retain the certificate.

You do NOT need to follow further steps to create an account with another provider to obtain CE credit.

Must I print my certificate or can I just download it?

Please note the following, excerpted from Sec. 367.3 of the OT Rules.

(c) The licensee is solely responsible for keeping accurate documentation of all continuing education requirements. Continuing education documentation must be maintained for two years from the date of the last renewal for auditing purposes.

When you renew, you attest to having met CE requirements, which as of 9/1/2020, will include having met this training requirement. Part of such is having the documentation of your CE. You are required to keep your CE documentation.

After completing the evaluation of the HHSC approved course, TRAIN allows you to download the certificate of completion. You will need to ensure that if you do ever need to print your certificate, you will be able to do so from the electronic form of the certificate you have kept. As noted, you are required to keep your CE documentation.

Do I have to send the Board my certificate?

Retain your certificate as you would any required CE documentation. For example, Sec. 367.3(c) of the OT Rules requires that "The licensee is solely responsible for keeping accurate documentation of all continuing education requirements. Continuing education documentation must be maintained for two years from the date of the last renewal for auditing purposes."

Do not submit your certificate to the Board unless instructed to do so. For example, if you are randomly selected for an audit for a renewal period that required this training, then you would submit your certificate with the rest of your CE documentation. Likewise, individuals restoring a license expired one year or more would submit the documentation.

General questions**My license isn't set to expire until the end of September 2020 or October 2020, but I'm planning to complete my renewal prior to September 1, 2020. Would the training be required for this renewal?**

The training is required for renewals on or after September 1, 2020. A renewal completed prior to September 1, 2020 would not require the training.

When is the effective date for this new requirement?

Completion of this training is a requirement to renew or restore on or after September 1, 2020, and this will be a CE requirement for each renewal period thereafter (i.e., this training must be completed each renewal period).

Renewals completed before September 1, 2020 would not require the training.

Who needs to complete this training?

All licensees of the Texas Board of Occupational Therapy Examiners must complete this training in order to renew a license of any status (including to change license status at the time of renewal) or to restore a license expired one year or more.

When can I complete this training?

Like all CE required for license renewal, the training must be completed during the current renewal period.

I have already taken/will take a different course on the prevention of human trafficking. Can I use that to meet the HB 2059 human trafficking training requirement?

No. The only course currently approved by HHSC to meet this training requirement is "SOAR to Health and Wellness," ID 1087568.

No other course, not even other SOAR courses, may be counted.

If I take this course for my upcoming renewal, will I be able to take it again for the renewal after that to meet this training requirement?

A specific approved training course may be repeated to meet this requirement for a subsequent renewal period. For example, if a licensee took a specific approved course for one renewal period to meet the training requirement for that renewal, the licensee could retake the approved course the next renewal period to satisfy the training requirement for that next renewal period.

Further Information**Where can I find more information regarding this requirement?**

On or soon after September 1, 2020, an updated PDF of the compiled OT Rules will be available from the [Act and Rules](#) page and will include recently adopted changes to Chapter 367, Continuing Education, Chapter 370, License Renewal, and Chapter 371, Inactive and Retired Status, which will reflect these changes.

Text of the rule changes concerning this requirement as proposed are available from the [Act and Rules](#) page.

Refer to the full [Act and Rules](#) for further renewal and CE requirements.